

Ganado ISD Back to School Guide

Prepared by Erin Fasel - Superintendent

TEA Requirement: Provide Notice

Ganado ISD is providing notice to all parents, families, and the community regarding back to school plans for instruction, cleaning, disinfecting, transportation, and meal service through this initial document. As further required by TEA, one week prior to the start of school on August 19, 2020, a plan to mitigate COVID-19 will be disseminated via blackboard, back to school meeting sessions, and will be posted on the district and school websites. Preliminary information is posted in this guidance and is subject to change at any time based on state and local decisions.

There is no requirement for this plan to be approved by any government entity. Per the requirements of this plan, student enrollment and attendance are required for the 2020-2021 school year.

Flexibility in all plans is important now and will be important throughout the school year. COVID-19 has changed everything about the local, state and national environment in which we live. Those changes have and will continue to impact what schools are required to do and what remains a local decision. Please practice patience and flexibility during these times as we work toward implementing the best and safest practices for student learning and success at GISD.

COVID-19 Response Team

Ganado ISD has developed a COVID-19 Response Team to respond to concerns and communicate district decisions. Members of the team and email addresses are noted below:

1. Erin Fasel	Superintendent	efasel@ganadoisd.net
2. Wendy Nixon	Business Manager	wnixon@ganadoisd.net
3. Tina Walch	Administrative Assistant	twalch@ganadoisd.net
4. Diane Koop	District Nurse	dkoop@ganadoisd.net
5. Kathy Edwards	Secondary Principal	kedwards@ganadoisd.net
6. Jennifer Stephenson-Smiga	Elementary Principal	jstephenson@ganadoisd.net
7. Bert Skoruppa	Director of Maintenance	bskoruppa@ganadoisd.net
8. Brent Bennett	Athletic Director	bbennett@ganadoisd.net
9. Monica Strube	Girls Athletic Coordinator	mstrube@ganadoisd.net
10. Jenny Nelson	Technology Director	jnelson@ganadoisd.net
11. Sarah Woodring	Director of C, I & A	swoodring@ganadoisd.net

Attendance and Enrollment

1. The Texas Education Code (TEC), Chapter 25.092, students must attend school 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-2021 school year.
2. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.
3. Any parent may request that their student be offered virtual instruction from any school system that offers such instruction. If a parent who chooses virtual instruction wants their child to switch to an on-campus instructional setting, they can do so, according to the schedule in the Request to Change Learning Model Section of this document.
4. On-campus attendance must be an option for students, subject to school closures and the exceptions listed in this document.
5. During a period of the first 4 weeks of school, a district can temporarily limit access to on-campus instruction. Ganado ISD is not using this extension plan.
6. School systems are required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic using a document published by TEA.

It is important to recognize that children do get infected by COVID-19, some with severe outcomes; however, relatively few children with COVID-19 are hospitalized or have severe symptoms. It is not possible to eliminate all risks, but there are steps schools can take to reduce the risks for students, teachers and staff.

TEA Requirement: Prevent

Ganado ISD must identify and implement practices to prevent the virus from entering the school. Therefore, district practices and guidelines have been established to address prevention as noted below:

- **Teacher and Staff** - Teachers and staff are required to self-screen for COVID-19 symptoms before coming onto campus each day. Self-screening symptoms are located at the end of this document in the Self Screening Section. The self-screening will include teachers and staff taking their own temperature. Teachers and staff are **required** to report any/all COVID-19 symptoms or are lab-confirmed with COVID-19 to the superintendent. If symptoms occur or are lab-confirmed with COVID-19, teachers and staff must remain off campus until they meet criteria for re-entry as noted in the [Ganado ISD Return to Work Request Form](#).
- Additionally, teachers and staff are **required** to report to the superintendent if they have had close contact with an individual who is lab-confirmed with COVID-19, by filling out the [Ganado ISD Close Contact Form](#). If close contact has occurred, the teacher or staff member must remain off campus until the 14-day incubation period has passed.

- **Students** - Parents must ensure that they do not send a child to the school if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the conditions for re-entry are met on the [Ganado ISD Re-entry Form](#). Parents should opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed. The district will screen students for COVID-19 upon their return from COVID symptoms and/or close contact. Campus administration is responsible for completing and approving each student's re-entry form. Screening is accomplished by asking questions via phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent if that parent will be dropping off or picking up their child from inside the school. **A [Ganado ISD Close Contact Form](#) should be filled out by a member of the COVID-19 Response Team for any student or parent who is reporting close contact.**
- **Visitors** - All campus visits must be scheduled by appointment only. At each campus entryway there will be a required temperature and symptom check-in. The number of visitors in the school will be limited to ensure that students are safe; therefore, alternative meeting options may be scheduled, including virtual meetings. All schools will have daily drop-off and pick-up procedures. These procedures will be communicated prior to the first day of school. Traditional campus events such as Open House, Parent Nights, and other large gatherings have been temporarily suspended. Once the COVID situation has flatlined, the district will reevaluate how to proceed with these activities. Campuses will use other means to keep parents, families and the community informed and engaged in the district. If a visitor has been in close contact with a positive COVID 19 person, they must remain off campus until the 14-day incubation period has passed.
- **Confirmed or Suspected COVID-19 Cases** -
 - Individuals who are either lab-confirmed or experience symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual and they meet all of the 3 criteria:
 - 24+ hours have passed since recovery (resolution of fever without the use of fever reducing medication);
 - Symptoms have improved and are completely gone (cough, shortness of breath, etc...); and
 - At least 10 days have passed since the symptoms first appeared
 - Individuals who have a COVID-19 symptoms and choose to not be evaluated by a medical professional or to be tested for COVID-19 will be assumed to be positive for COVID-19 and may not return to campus until the 3 criteria have been met.
 - Individuals who have symptoms that could be COVID-19 and want to return to school before the end of the stay at home period must obtain a medical professional's note clearing the individual to return based on alternative diagnosis **OR** obtain an acute infection test at an approved testing location <https://tdem.texas.gov/covid-19/> that comes

back negative for COVID-19.

- **Identifying COVID-19 on Campus** - If COVID-19 occurs on campus school must:
 - Schools are **required** to immediately separate any student who shows COVID-19 symptoms while at school until they can be picked up by a parent/guardian. An isolation room in the nurse's office will be used for this purpose.
 - Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff), as soon as feasible.
 - Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

TEA Requirement: Respond

Ganado ISD must notify and implement responsive actions to address the situation if there are lab-confirmed cases in a school.

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the American with Disabilities Act (ADA) and Family Educational Rights and Privacy Acts (FERPA).
2. Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, schools must notify all teachers, staff and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on campus activities.

TEA Requirement: Mitigate

Practices to mitigate the likelihood of COVID 19 spread inside the school:

Health and Hygiene Guidance

- Schools should attempt to have hand sanitizer and/or hand washing stations with soap and water at each entrance. They should also attempt to provide hand sanitizer and/or hand washing stations with soap and water in every classroom.
- Ganado ISD has installed hand sanitizers in every classroom and in every building space where students occupy the building.

- Handwashing/Sanitizing - Students and staff are required to use hand sanitizer when entering a bus, building, classroom, and/or office. Frequent handwashing and sanitizing will be incorporated into regular daily schedules.
- Students, teachers, staff, and campus visitors are required to sanitize and/or wash hands frequently.
 - Supervised handwashing for all students for 20 seconds, twice daily.
 - Encourage hand washing after restroom use and before eating.
 - Teach students and staff good hand washing skills.
 - Cover coughs and sneezes with a tissue or elbow and immediately throw tissue away and wash hands with soap for 20 seconds or use hand sanitizer.
- Frequent cleaning practices by custodial staff, teachers, staff, and students will take place. Students will be taught how to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.
 - We will post CDC printed resources and posters to serve as reminders of best practices.
 - Additional cleaning of commonly touched surfaces - door handles, tables, desks, utensils, laptops, tablets, light switches, doorways, restroom facilities will be enforced.
 - The CDC Guidance on Cleaning Community Buildings to prevent the spread of COVID-19 will be used.
 - Ganado ISD will ensure that these cleaning products are stored safely.
- When possible, schools should open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.
- CDC resources that promote protective measures and can serve as helpful reminders of best practices have been posted throughout the district.
- Hygiene Instruction is required on the first day of school. Each campus will provide instruction to students on appropriate hygiene practices and other mitigation practices.

Health and Hygiene Practices: Masks

- Masks include non-medical grade disposable face masks, medical grade disposable face masks, and cloth face coverings (nose and mouth) are permitted.
- Full-face shields may be used in place of a mask to protect eyes, nose, and mouth whenever a mask is not feasible or whenever the educational context may benefit from the ability to see an individual's full face.
- Masks - Schools are required to comply with the Governor's Executive Orders for wearing masks or face shields.
- To ensure the safety of all who are in the district and on campus, all students and adults are required to wear masks when in the building, classroom, and/or office with others. There are no exceptions to this requirement. If you do not want your child to wear a face mask, remote learning is your best option.
- Classroom teachers may use face shields and social distancing when providing direct instruction

in the classroom.

- During classroom monitoring and circulations, masks are required.
- All students, staff and visitors are required to wear masks when entering and exiting facilities, in practice areas and when not engaged in lunch, or during other activities that do not require a mask.
- Reusable masks should be thoroughly cleaned daily. Sharing of masks with other family members is extremely risky and discouraged. Students will not be allowed to share masks at school.
- During outdoor activities where students are remaining 6-foot socially distanced masks do not have to be worn.
- Masks do not have to be worn while eating. All eating areas will have spaces marked for appropriate social distancing. Students and staff are required to social distance without masks while eating.

Student-Teacher Groupings

Where feasible without disrupting the educational experience, encourage students to practice social distancing.

1. In classroom spaces that allow it, place desks 6-feet apart.
2. In classroom spaces closer than six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
3. Encourage students to practice social distancing in the hallways, classrooms, and in all other areas of the school.

Use of Non-Classroom Spaces

1. Non-classroom instruction should occur outside as often as possible.
2. Schools may continue to offer extracurricular activities, at their discretion and consistent with the guidance in this document, for non-UIL extracurricular activities and with the guidance found on the UIL website for all UIL activities.
3. Per the Governor's Executive Order, public use of facilities such as the track and fields require that social distancing occur and masks be worn.
4. Entry, exits, and transitions of students may be staggered or entry/exit procedures may be changed in order to reduce large group gatherings.
5. Guidance will be given to students and all who enter the building to enter one at a time and wait six feet apart outside the entrance.
6. Parents are encouraged to remain outside during drop off and pick up times.
7. Assemblies and other large group activities should be eliminated at this time.
8. Add dividers if possible at sink areas.

9. The district should reduce the likelihood of students eating closer than six feet together. Students should eat at their desks or other areas where social distancing can occur. Meal service should be in individually plated meals with disposable food service items.

Transportation

- Transportation - Students are required to wear masks while riding the bus. Prior to being allowed on a bus, all students will be screened, and their temperature will be checked at the bus stop. Parents should plan for students to not be allowed to attend school if they have any of the COVID-19 symptoms.
- Students and staff will be required to use hand sanitizer upon boarding the bus.
- If weather permits (temperature and rain), windows should be open to circulate outside air throughout the bus.
- Encourage families to drop students off, carpool, or walk to school in order to reduce potential exposure on the bus.
- Students will only be dropped off and picked up from their homes or assigned drop off and pick up points. Transportation forms must indicate all morning vs. afternoon changes in drop off and pick up.
- Buses must be cleaned after each bus trip including all of the high touch surfaces: seats, steering wheel, knobs, door handles and railings.

Bus Route Information

All Drivers know the routes. They also have phone numbers of the student's parents to get in contact to adjust times.

Morning Route Information

Horse AM Route	Leave 6:25-6:30 AM
CR 259 pickup if he rides	6:35-6:40
CR 2982 @ PR 2491	6:50-6:55
CR 2982 @ CR 246	6:55-7:00
TX Dot Group Pick-up (only 3 students in Phillips)	7: 05-7:10
York & 3 rd (light) group Pick-up	7:10-7:15
School (depends on how many kids)	7:15-7:20

Shark AM Route	Leave 6:40-6:45 AM
South 1157	6:55-7:00
1157 2 nd Stop	7:00-7:05
3 rd Stop before CR 204	7:05-7:07
Pick-up at 1099 FM 1157	7:07-7:10
Pick-up next stop	7:10-7:12
Pick up at the Blue House before city limits	7:12-7:15
School (depends on how many kids)	7:15-7:20
Dino AM Route	Leave 6:30 AM
South 172 to 111 to CR 234	6:40
CR 235 (3 different stops)	6:45
CR 237	6:50
CR 238	6:55 2 stops before 240
CR 240	7:00
CR 238	7:05 pass CR 240
CR 239	7:05-7:10
School	7:15-7:20
Lion AM Route	Leave 6:20 AM
South 172	6:30
1823 to CR 441-442	6:40
CR 231	6:50
CR 229	6:52
FM 1683	7:00
CR 244	7:02
Apartments	7:05
School	7:15

Afternoon Route Information

Horse PM Drop-off @4:00 at York and 3rd

Horse PM Drop-off @ TXDot Lot at 4:05

Lion PM Drop-off at Lakeview Apts at 4:00

Visits to Schools

- Visitors are allowed by appointment only and will be required to follow virus prevention and mitigation requirements of the school.
- Schools should restrict visits in schools to only those essential to school operations.

Staffing

- Employees of school systems, like employees of any organization, must continue to meet the work expectations set by their employer, subject to any applicable employment contract terms and conditions or legal requirements. This could include:
 - Having staff fulfill their work duties remotely
 - Modifying schedules to ensure, where feasible, that staff interact with smaller and/or more consistent cohorts of individuals to further mitigate risk
 - Those who are at high risk may be entitled to paid leave under the federal Families First Coronavirus Response Act (FFCRA)
- Staff will be trained specifically on protocols outlined in this document and the practices adopted by the school system.
 - This training will occur for all staff on August 17, 2020.
- If there is an in-person meeting, everyone must follow the mask protocols outlined in this guidance, and remain 6 feet apart when feasible.

Request to Change Learning Models

The Texas Education Agency has given guidance that schools should set up a calendar to allow for changes to student models prior to the beginning of each six weeks. Once a learning model has been selected for the six weeks, students will not be allowed to change models within that grading period.

The initial learning model should be selected through the online survey no later than August 7, 2020. If there has not been a learning model selected by August 7, 2020, then the student will be required to attend school in the Face-to-Face model.

The windows for changing learning models are listed below and occur one week prior to the end of the six weeks in order for the district to plan for the amount of student movement from one model to another prior to the beginning of a new six weeks.

If you would like to change your students' learning model, please do so during the calendar dates provided below. Please send an email to both the school principal and counselor with the following information for a request to change learning models. A confirmation email with an approved or denied request will be returned to you.

Name of student:
Grade of student:
Model change: (example - from face-to-face to remote learning)
Reason for change:

Windows for Request to Change Learning Model Calendar

1st Six Weeks	Initial Learning Model Selection due no later than 8:00 am, August 7th. No selection will require the student to report Face-to-Face.
2nd Six Weeks	September 14 - 18, 2020
3rd Six Weeks	October 26 - 30, 2020
4th Six Weeks	December 7 - 11, 2020
5th Six Weeks	February 1 - 5, 2021
6th Six Weeks	March 22 - 26, 2021

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

Have you recently begun experiencing any of the following in a way that is not normal for you?

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty Breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Close Contact

The close contact definition is evolving with further understanding of COVID-19, and individual scenarios. Close contact should be determined by an appropriate public health agency. The district will communicate individual scenarios with local health authorities to determine close contact.

Generally, close contact is defined as:

- Being directly exposed to infectious secretions (being coughed, sneezed on, etc.); or
- Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either defined close contact during the infectious period, defined as two days prior to symptom onset to 10 days after symptom onset, a person is considered to have had close contact. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Ganado ISD Return to Work Request Form

Requests must be completed, submitted, and approved by the Superintendent prior to returning to work.

Employee Name:

Location and Date of Leave:

Date Submitted to the Superintendent:

Prior to returning to work, employees must be screened by the administrative office for any of the following new, worsening or continued signs or symptoms of COVID-19. Those found with any of these signs or symptoms must remain on leave until eligibility for work is met.

Do you have any of the following signs or symptoms? YES NO

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty Breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

In order to return to work, all 3 of the following must be met if you were symptomatic of COVID-19 or tested positive for COVID-19:

_____ At least 24 hours have passed since recovery from symptoms including a fever without fever reducing medication.

_____ Symptoms are improved and completely gone.

_____ At least 10 days have passed since the symptoms first appeared.

OR

_____ I have a medical note that I have been cleared to return to work.

OR

_____ I have a note of an acute infection test that I am negative for COVID-19.

Employee Signature

Date

Superintendent Approval Signature

Date

Ganado ISD Student Re-Entry Form

Requests must be completed, submitted, and approved by the Superintendent prior to returning to school from being symptomatic or testing positive for COVID.

Student Name:

Location and Date of Leave:

Date Submitted to Campus Administration:

Prior to returning to school, students must be screened by the administrative office for any of the following new, worsening, or continued signs or symptoms of COVID-19. Those found with any of these signs or symptoms must remain on leave until eligibility for school is met.

Do you have any of the following signs or symptoms? YES NO

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty Breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

In order to return to work, all 3 of the following must be met if you were symptomatic of COVID-19 or tested positive for COVID-19:

_____ At least 24 hours have passed since recovery from symptoms including a fever without fever reducing medication.

_____ Symptoms are improved and completely gone.

_____ At least 10 days have passed since the symptoms first appeared.

OR

_____ I have a medical note that I have been cleared to return to school.

OR

_____ I have a note of an acute infection test that I am negative for COVID-19.

Parent/Guardian Signature

Date

Campus Administration Approval Signature

Date

Ganado ISD Student and Staff Close Contact Form

Name:

Date:

Date of Close Contact and/or dates of continued close contact:

Date submitted to the Superintendent/Administrator:

Close contact is defined as:

- Being directly exposed to infectious secretions (being coughed, sneezed on, etc.); or
- Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

If either of the defined close contacts occurred during the infectious period, two days prior to symptom onset to 10 days after symptom onset, then a person is considered to be or have been in close contact. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Name of individual who is COVID-19 positive (only if a student or staff member) otherwise include the relationship (mom, dad, cousin):

Date you may return to campus if no COVID-19 symptoms exist:

_____ I understand that during my 14-day close contact quarantine, I must continue to serve my students through remote/online learning.

_____ I understand that during my 14-day close contact quarantine, I must continue to serve the district from home in my professional role.

_____ I understand that during my 14-day close contact quarantine, I must participate in remote/online learning in order to receive attendance credit and grades for my courses.

Employee/Student Signature

Date

Superintendent/Administrator Signature

Date